

# UPDATING THE CPPE & LOOKUP WORKSHEETS for GS2003-#.xlt & CPE2003-#.xlt

## General

This workbook is designed to assist you in keeping the CPPE and LOOKUP sheets current with changes in the National Handbook of Conservation Practices (NHCP). Changes in practice names, numbers as well as deletions and additions to the practice list may be easily made to the guidesheet workbook. The file names include a version number "-#.xlt" that indicates changes to the CPPE based on National Handbook of Conservation Practices (NHCP) Notices. It is not recommended that existing guidesheets have the CPPE updated; if necessary, create a new guidesheet with the updated template and CPPE. Deleted and/or changed practices may appear as errors.

## Description of Update Sheets

1. **CPPE** – The Conservation Practice Physical Effects spreadsheet is rather large and contains all of the default short term and long term effects used in the SSPEW. These are the statewide CPPE effects from section V of the FOTG.

**Macro Buttons**

**Conservation Practices from LOOKUP worksheet.**

**Resource Concerns from Environmental Evaluation.**

**Practice effects from section V FOTG (selected by state technical specialist).**

	Soil Erosion, Sheet & Rill	Soil Erosion, Wind	Soil Erosion, Concentrated Flow	Soil Erosion, Classic Gully	Soil Erosion, Streambank	Soil Erosion, Irrigation Induced
Windbreak/Shelterbreak Renovation - 650	N/A	N/A	N/A	N/A	N/A	N/A
Windbreak/Shelterbreak Renovation - 650	N/A	Mod to Sig Decrease	N/A	N/A	N/A	N/A
Windbreak/Shelterbreak Establishment - 380	N/A	N/A	N/A	N/A	N/A	N/A
Windbreak/Shelterbreak Establishment - 380	N/A	Sig Decrease	N/A	N/A	N/A	N/A
Wildlife Watering Facility - 648	N/A	N/A	N/A	N/A	N/A	N/A
Wildlife Watering Facility - 648	N/A	N/A	N/A	N/A	N/A	N/A
Wetland Wildlife Habitat Management - 644	N/A	N/A	N/A	N/A	SI Decrease	N/A
Wetland Wildlife Habitat Management - 644	N/A	N/A	N/A	N/A	Mod Decrease	N/A
Wetland Restoration - 657	SI Decrease	SI Decrease	SI Decrease	Sig Decrease	Sig Decrease	N/A
Wetland Restoration - 657	SI to Mod Decrease	SI to Mod Decrease	SI to Mod Decrease	Mod to Sig Decrease	Mod to Sig Decrease	N/A
Wetland Enhancement - 659	SI Decrease	SI Decrease	SI Decrease	Sig Decrease	Sig Decrease	N/A
Wetland Enhancement - 659	Mod to Sig Increase	Mod to Sig Increase	Mod to Sig Increase	Mod to Sig Decrease	Mod to Sig Decrease	N/A

- LOOKUP** – The Lookup page contains all of the lists needed by the workbook. Drop down menus and formulas access this sheet. Included are the lists of conservation practices, resource concerns, SSPEW, and RMSOW effects.

These lists are referenced in the drop down menus throughout the workbook.

Macro Button

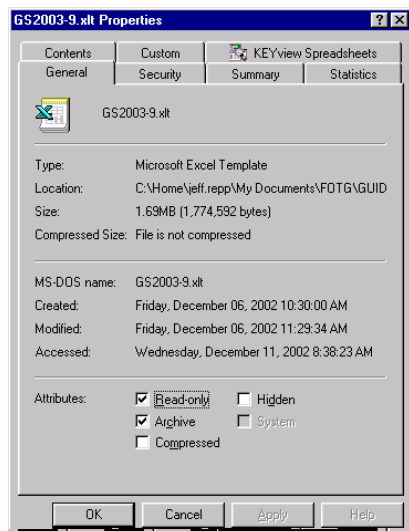
Update information

There are a few empty rows at the bottom of this list for adding practices.

## Updating the CPPE & LOOKUP Worksheets

**NOTE: DO NOT USE THE CUT FUNCTION TO MOVE VALUES OR CELLS! ONLY USE COPY AND PASTE SPECIAL – VALUES TO AVOID DAMAGE TO THE WORKBOOKS**

- Remove 'Read Only' Attribute From The Guidesheet And Conservation Plan Effects Template Files**  
The files are READ ONLY. The read only attribute should be removed before continuing. Right click both files in Windows Explorer, choose 'Properties' and unclick the read only attribute at the bottom of the 'General' tab. The file is ready to load into MS Excel.

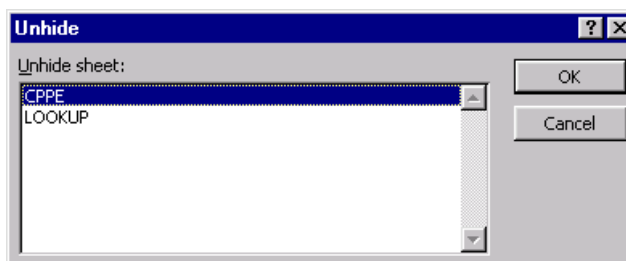


- "Open" GS2003-#.Xlt And CPE2003-#.Xlt Template Files**

Make sure you enable macros. Click the box on the window that appears before loading the workbook.

- Unhide The CPPE And LOOKUP Worksheets In Both Files**

Select "Sheet", then "Unhide" from the "Format" menu. You can select one worksheet at a time.



- Make Changes To Conservation Practices List In GS2003-#.Xlt**

On the LOOKUP worksheet, make necessary changes to conservation practices. Change names and numbers, delete practices (select cell and press the "delete" key), and enter new practices (in the blank spaces at the bottom of the list).

The conservation practice list consists of three columns. The first column (E) contains the drop down reference number. This list must always be sequential and is used to properly display the list in other parts of the workbook. **No changes should be made to the numbers in this column.**

The second column (F) is a numerical reference to practice effects on the CPPE. These numbers are unique and must remain tied to the associated conservation practice. The numbers are used to keep practices and effects together on the CPPE. The numbers are in a hidden column on the CPPE worksheet and are used to place the proper effects into the SSPEW when practices and resource concerns are selected. **No changes should be made to the numbers in this column.**

Drop down menu reference number (E)

Practice effects reference number (F)

Conservation practice and code list

	A	B	C	D	E	F	G	H
40					39	41	Firebreak, bare ground - 394	39
41					40	42	Firebreak, vegetated - 394	40
42					41	43	Fish Passage - 396	41
43					42	44	Fish Raceway or Tank - 398	42
44					43	45	Fishpond Management - 399	43
45					44	48	Forage Harvest Management - 511	44
46					45	50	Forest Site Preparation, biological - 490	45
47					46	51	Forest Site Preparation, chemical - 490	46
48					47	52	Forest Site Preparation, mechanical - 490	47
49					48	53	Forest Stand Improvement, chemical - 666	48
50					49	54	Forest Stand Improvement, mechanical - 666	49
51					50	49	Forest Trails & Landings - 655	50
52					51	55	Grade Stabilization Structure - 410	51
53					52	56	Grassed Waterway - 412	52
54					53	57	Grazing Land Mechanical Treatment - 548	53
55					54	58	Heavy Use Area Protection - 561	54
56					55	59	Hedgerow Planting - 422	55
57					56	60	Long-term Wooded Buffer - 500	56

Practice effects reference number (usually hidden).

Short-term effects have a whole number, long-term effects are 0.5 higher

	A	B	C	D	E	F	G	H	I
1	RESOURCE CONCERNS ->								
2	Top Find Practice								
3	CONSERVATION PRACTICES (NCHP Notice 128)								
238	Forest Site Preparation, biological - 490	50.0	ST	N/A	N/A	N/A	N/A	N/A	N/A
239	Forest Site Preparation, biological - 490	50.5	LT	Mod to Sig Decrease	N/A	Mod to Sig Increase	Mod to Sig Increase	N/A	N/A
240	Forage Harvest Management - 511	48.0	ST	SI Decrease	SI Decrease	SI Decrease	Insignificant	Insignificant	Insignificant
241	Forage Harvest Management - 511	48.5	LT	Mod to Sig Decrease	Mod to Sig Decrease	Mod to Sig Decrease	SI Decrease	SI Decrease	SI Decrease
242	Fishpond Management - 399	45.0	ST	N/A	N/A	N/A	N/A	N/A	N/A
243	Fishpond Management - 399	45.5	LT	N/A	N/A	N/A	N/A	N/A	N/A
244	Fish Raceway or Tank - 398	44.0	ST	N/A	N/A	N/A	N/A	N/A	N/A
245	Fish Raceway or Tank - 398	44.5	LT	N/A	N/A	N/A	N/A	N/A	N/A

Practice effects reference number (usually hidden).

Practice effects imported from CPPE.

	A	B	C	D	E	F	G
1	Top	RESET	State:	OREGON	Offices:		
2			Client:	N/A			
3	Set Print Area		System Name:				
4	RESOURCE CONCERNS						
5	CONSERVATION PRACTICES						
6			48	ST	SI Decrease	Insignificant	
7	Forage Harvest Management -		48.5	LT	Mod to Sig Decrease	SI Decrease	
8				ST			
9				LT			

The third column (G) is shaded in orange and contains the conservation practice names and codes. There is room for 182 conservation practices. The first position is always blank (so a blank appears at the top of the drop down menus). **Do not copy or paste information in this column, practice names and effects reference numbers must remain together.**

## 5. Sort The Conservation Practice List

When all of the necessary changes have been made to the practice list click on the “Sort Practices” macro button. The macro sorts alphabetically by column G (practice names and codes) and keeps the effects reference number with the practice. Blank lines are moved to the bottom and any new practices are properly placed in the lookup list. After sorting, leave the highlight in place. This information can be copied to the CPE2003-#.xlt workbook a bit later.

The first entry (blank) is not sorted. Only the name and effect reference numbers are sorted (alphabetically by column G).

LOOKUP TABLES - DO NOT CHANGE	CONSERVATION PRACTICES	RESOURCE CONCERNS
1		1
2	N/A	2
3	Facilitating	3
4	Stabilization	4
5	Stabilization	5
6	Stabilization	6
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179	Stabilization	179
180	Stabilization	180
181	Stabilization	181
182	Stabilization	182

## 6. Sort The Modified CPPE

All practice entries on the CPPE will now reflect changes to the Conservation Practice list on the LOOKUP worksheet. Scroll to the far right to find the “Sort CPPE” macro button. The macro will sort the conservation practices in reverse alphabetic order (so the blanks are forced to the bottom of the list) and will preserve the proper effects relationships. Click on the “Top” macro button and scroll to the bottom of the CPPE for the next step.

Practices are sorted in reverse alphabetic order.

Microsoft Excel - 93/002-3.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

Save As...

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	B	D	CG	CH	CI	CJ	CK	CL	CM	CN
	<div>RESOURCE CONCERNS -&gt;</div> <div> <div>Top</div> <div>Find a Practice</div> </div> <div>CONSERVATION PRACTICES (NOIP Notice 120)</div>		Human Social, Environmental Justice	Human Cultural, Absence/Presence of Cultural Resources	Human Cultural, Significance of Cultural Resources	Human Cultural, Mitigation of Negative Cultural Resource Impacts		Sort CPPE		
2	Windbreak/Shelterbreak Renovation - 650	ST	N/A	N/A	N/A	N/A				
3	Windbreak/Shelterbreak Renovation - 650	LT	N/A	N/A	N/A	N/A				
4	Windbreak/Shelterbreak Establishment - 380	ST	N/A	N/A	N/A	N/A				
5	Windbreak/Shelterbreak Establishment - 380	LT	N/A	N/A	N/A	N/A				
6	Wildlife Watering Facility - 648	ST	Situational	Situational	Situational	Situational				
7	Wildlife Watering Facility - 648	LT	Situational	Situational	Situational	Situational				
8	Wetland Wildlife Habitat Management - 644	ST	Situational	Situational	Situational	Situational				
9	Wetland Wildlife Habitat Management - 644	LT	Situational	Situational	Situational	Situational				
10	Wetland Restoration - 657	ST	Situational	Situational	Situational	Situational				
11	Wetland Restoration - 657	LT	Situational	Situational	Situational	Situational				
12	Wetland Enhancement - 658	ST	Situational	Situational	Situational	Situational				
13	Wetland Enhancement - 658	LT	Situational	Situational	Situational	Situational				

LOOKUP TABLES - DO NOT CHANGE

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**7. Clear Unneeded CPPE Effects**

After the CPPE has been sorted, deleted practices (if any) will be moved to the bottom of the list. They will appear as blanks in the practices column (B) with associated effects in the resource concern columns (E–CJ). To clear

## 8. Enter Effects For New CPPE Practices

Use the “Find a Practice” macro button to locate a practice for effects entry or modification. Remember: the CPPE has several hundred rows sorted in reverse alphabetical order. Use the drop down menus in each short-term and long-term effects cell to enter the appropriate effect for each resource concern.



Find CPPE Conservation Practice

Enter the Code Number of the Practice

570

OK

Cancel

Click on the "Find a Practice" macro button to move to a practice.

Microsoft Excel - 95/2003.xls [Read Only]

File Edit View Insert Format Tools Data Window Help

And 10 100%

	B	D	E	F	G	H	I	J
	RESOURCE CONCERNS ->							
	Find a Practice							
1	CONSERVATION PRACTICES (NCEP Notice 126)		Soil Erosion, Sheet & Rill	Soil Erosion, Wind	Soil Erosion; Concentrated Flow	Soil Erosion; Classic Gully	Soil Erosion; Streambank	Soil Erosion; Irrigation Induced
77	Shallow Water Management for Wildlife - 645		N/A	N/A	N/A	N/A	N/A	N/A
78	Sediment Basin - 350		N/A	N/A	SI to Sig Decrease	SI to Sig Decrease	N/A	N/A
79	Sediment Basin - 350		N/A	N/A	SI to Sig Decrease	SI to Sig Decrease	N/A	N/A
80	Runoff Management System - 570							
81	Runoff Management System - 570							
82	Row Arrangement - 557		N/A					
83	Row Arrangement - 557		Facilitating Significant Reduction					
84	Row Arrangement - 557		SI Increase					
85	Row Arrangement - 557		SI Increase					
86	Row Arrangement - 557		SI Increase					
87	Row Arrangement - 557		SI Increase					
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98	Row Arrangement - 557		SI Increase					
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100	Row Arrangement - 557		SI Increase					

Select the effect from the drop down menus.

**9. Copy Conservation Practice List To CPE2003-#.xlt**

The “Sort Practices” macro button sorts the highlighted area (F3 to G184) that needs to be copied to the LOOKUP worksheet in the CPE2003-#.xlt file. If the area is still highlighted, copy the area, select CPE2003-#.xlt from the Window menu, select cell F3 and paste the new conservation practice list into the new workbook.

Microsoft Excel - B5200232.xls (Read Only)

File Edit View Insert Format Tools Data Window Help

And 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

F3 2

A	B	C	D	E	F	G	H
1	LOOKUP TABLES - DO NOT CHANGE!				CONSERVATION PRACTICES		RESOURCE CONCERNS
2					1		
3					2		
4					3		
5					4		
6					5		
7					6		
8					7		
9					8		
10					9		
11					10		
12					11		
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33					32		

Sort Practices

Updated NHP NOTICE # 129

Date Updated 12/02/01

Administrator Initials JPR

Page: 1 Sum: 16839 MM

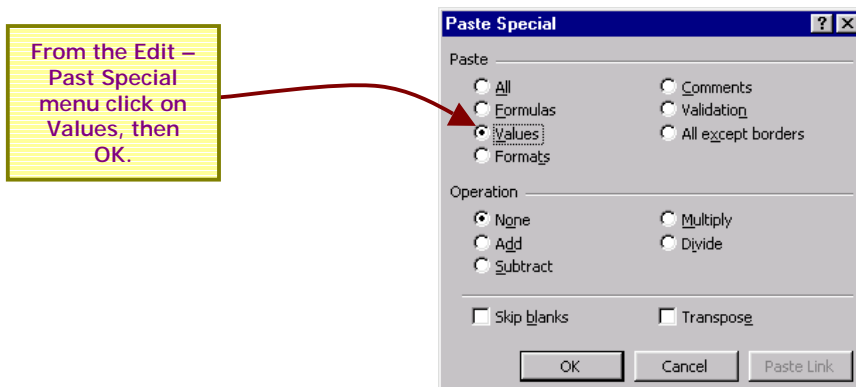
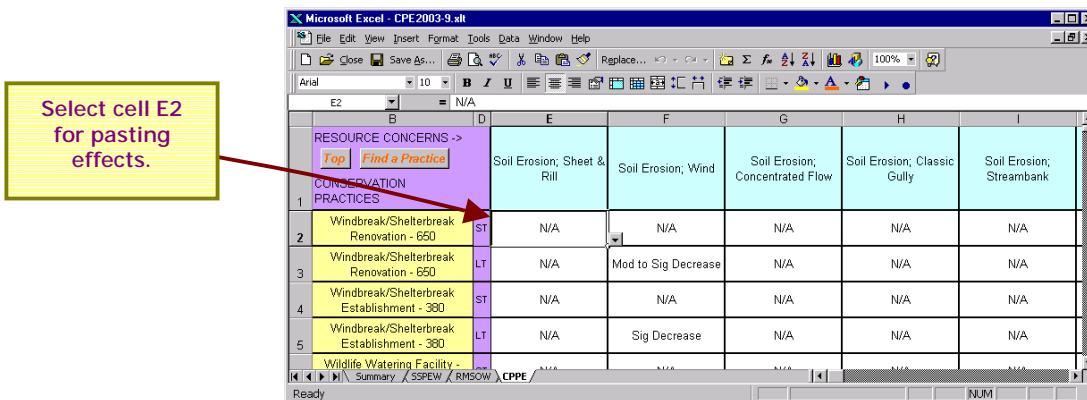
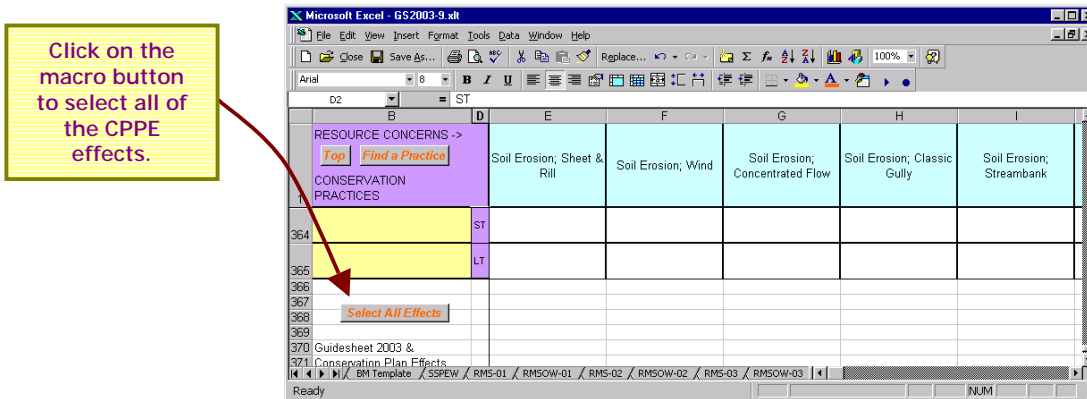
Copy this area  
(reselect if  
necessary, and  
paste to same  
location in  
CPE2003-#.xlt.

#### 10. Repeat Steps 6 & 7 For CPE2003-#.xlt

The CPPE in CPE2003-#.xlt is ready to be sorted and to have unneeded effects cleared from deleted practices.

#### 11. Copy Effects For New Practices From GS2003-#.xlt To CPE2003-#.xlt

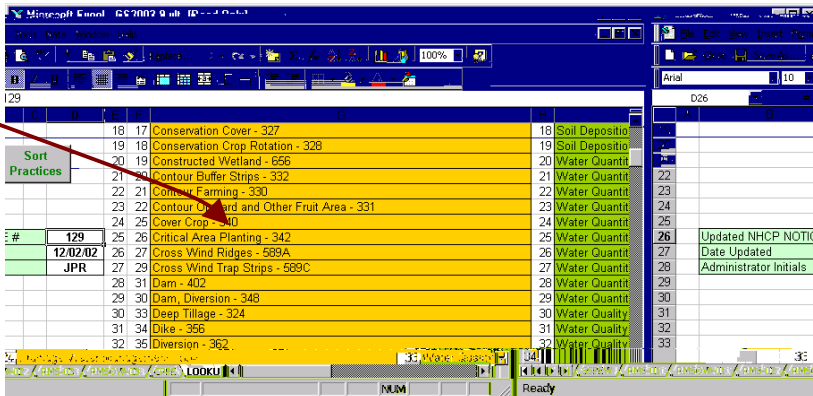
If there were new practice (or modified) effects entered into the CPPE of GS2003-#.xlt, they need to be copied into CPE2003-#.xlt. In GS2003-#.xlt: click on the “Select All Effects” macro button (at the bottom of the list), click the copy icon (or chose Edit Copy), move to CPE2003-#.xlt, select the same area (or select cell E2), choose Paste Special from the Edit menu, click on Values; the new effects are inserted into the worksheet.



## 12. Record Update Information on LOOKUP Worksheets

Move to the LOOKUP worksheet and type changes in the cells as indicated.

Enter the NHCP Notice number, date updated, and administrator initials. Repeat each time that LOOKUP is revised.



Sort Practices	Water Quantity
Conservation Cover - 327	18 Soil Depositio
Conservation Crop Rotation - 328	19 Soil Depositio
Constructed Wetland - 666	20 Water Quantit
Contour Buffer Strips - 332	21 Water Quantit
Contour Farming - 330	22 Water Quantit
Contour Guard and Other Fruit Area - 331	23 Water Quantit
Cover Crop - 340	24 Water Quantit
Critical Area Planting - 342	25 Water Quantit
Cross Wind Ridges - 589A	26 Water Quantit
Cross Wind Trap Strips - 589C	27 Water Quantit
Dam - 402	28 Water Quantit
Dam Diversion - 348	29 Water Quantit
Deep Tillage - 324	30 Water Quality
Dike - 366	31 Water Quality
Diversion - 362	32 Water Quality

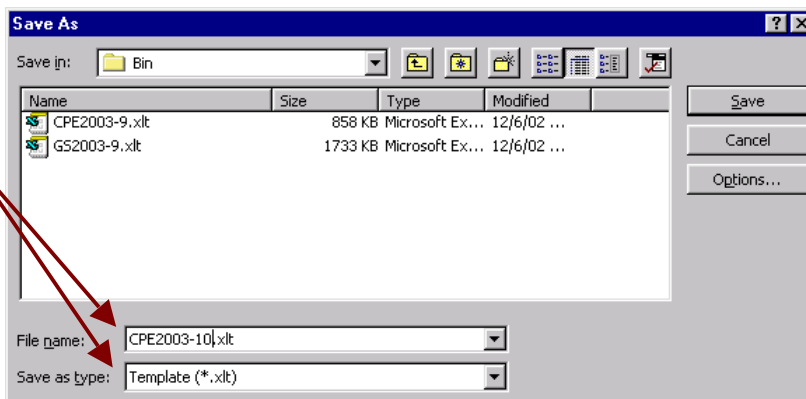
## 13. Hide CPPE & LOOKUP On Both GS2003-#.xlt And CPE2003-#.xlt

Click on Hide under the Format menu to hide the active sheet.

## 14. Save And Reset Read Only Attribute

Click on Save As under the File menu and change the CPPE version number in the file name (add 1) for both files.

Change the number in the name of the file and save as a template (\*.xlt).



Save in: Bin

Name	Size	Type	Modified
CPE2003-9.xlt	858 KB	Microsoft Ex...	12/6/02 ...
GS2003-9.xlt	1733 KB	Microsoft Ex...	12/6/02 ...

File name: CPE2003-10.xlt

Save as type: Template (\*.xlt)

After exiting Excel, right click both of the files and reset the Read Only attribute in Windows Explorer. The updates are now complete!

**For more information contact:**

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